



WASHINGTON HISTORIC PRESERVATION COMMISSION  
Regular Scheduled Meeting - Agenda  
Tuesday, June 2, 2015  
7:00 PM

**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

1. None

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. Mark Sillitoe for a Certificate of Appropriateness to replace the windows in the house located at 412 North Bonner Street. There are currently three different types of windows in the house.
2. A request has been made by Mr. Joe Taylor representing Morris Insurance Agency for a Certificate of Appropriateness to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility.
3. A request has been made by Ms. Sarah Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street.

**B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Chuck Davis to change out the HVAC unit on the side of the house located at 413 East Main Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Alton Ingalls to repair the rotten wood on the windows, replace existing awning over doors, replace damaged wood on front façade, and replace signage over windows on the building located at 115 North Respass Street.
3. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Samuel Lee to remove the existing columns on the front porch and replace with new wooden columns and reconstruct the railings between the columns with like material on the house located at 523 East Main Street.

4. A request has been made and approved by staff for a Certificate of Appropriateness for STC Properties to replace the existing landscaping, replace the existing fiber cement panels with new panels and clean brick exterior on the building located at 130 East Second Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Tom Dear to change out the gas pack unit at the rear of the house located at 744 West 2nd Street.

**VI. Other Business**

1. Fence Sub-committee.

**VII. Approval of Minutes – May 5, 2015**

**VIII. Adjourn**

# Major Works

Mark Sillitoe

412 North Bonner Street

Replace Windows

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 412 BONNER ST.

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: MARK SILLITOE

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

I WILL BE PAINTING THE EXTERIOR OF THIS HOUSE.  
I WOULD LIKE TO PUT RE-PLACEMENT WINDOWS IN THE HOUSE.  
(THERE ARE THREE TYPES OF WINDOWS IN THE HOUSE NOW)

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

MARK SILLITOE  
(Name of Applicant - type or print)  
PO BOX 2371, WASHINGTON. 27889  
(Mailing Address) (Zip Code)  
15 MAY 2015  
(Date) (Daytime Phone Number)  
[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

# Beaufort County Property Photos

**PIN: 01006416**

Photo: 01006416.jpg



Copyright 2015 by Mobile311, LLC

**Parcels****Property Land Owners****Interior Tract Lines****Centerlines****County Line****County Line (Solid)****State**

<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
7312	01006416	5675-99-6169
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5675-99-6169	STUART B HUNT PROPERTIES LLC	
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
6149 US 264 WEST		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	412 BONNER ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0	887017	567508
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
1	12/20/2007	1621/0735
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
28016	100064	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
128080	B1HR	B1 HISTORICAL RESIDENTIAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		250
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
125000	B1H	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	1 LOT 412 BONNER STREET	56750844
<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>	<b><u>YR BUILT</u></b>
	P	1900
<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>	<b><u>NBR BATHS</u></b>
2590	4	3
<b><u>EFF YR</u></b>	<b><u>EXEMPT PROP</u></b>	<b><u>CENSUS BLOCK</u></b>
1990		
<b><u>FLOOD PLAIN</u></b>	<b><u>NBR STORIES</u></b>	<b><u>NBR HALF BATHS</u></b>
	3	0

Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data.









**Adjoining Property Owners – 412 North Bonner Street**

Coastal Plains Dev. Group  
210 Blair Court  
Edenton, NC 27932

William F. Litchfield  
2007 North Market Street  
Washington, NC 27889

Eastern Pride Inc.  
2405 – F West Nash Street  
Wilson, NC 27896

Michael Simone  
424 North 7<sup>th</sup> Street  
Fort Pierce, Fla 34950

Doris J. Godley  
PO Box 2123  
Washington, NC 27889

Jesse Pope  
408 North Bonner Street  
Washington, NC 27889

Nancy Hodges  
295 Ridgecrest Drive  
Chocowinity, NC 27807



## WASHINGTON HISTORIC PRESERVATION COMMISSION

May 26, 2015

Subject: Certificate of Appropriateness – 412 North Bonner Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Mark Sillitoe your property is located within 100 feet of the above subject property. A request has been made by Mr. Sillitoe for a Certificate of Appropriateness to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, June 2, 2015

Place: City Hall - Municipal Building, 102 East Second Street.  
Enter from the Market Street side of the building and go to the second floor.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*John Rodman*

John Rodman  
Planning and Development

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 412 North Bonner Street – Replace Existing Windows

A request has been made by Mr. Mark Sillitoe for a Certificate of Appropriateness to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. Please review the Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mark Sillitoe to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

*or*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mark Sillitoe to replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors. I further move that the Historic Preservation Commission place the following conditions on the approval:

*or*

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Mark Sillitoe replace the existing windows with vinyl-clad windows on the structure located at 412 North Bonner Street. There are currently three different types of windows in the house. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings Subsection 3.4 Windows and Doors.

# Major Works

Joe Taylor

321 North Market Street

Construct Addition

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 321 N Market St Washington NC

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Richard Barber & Jane Taylor

Lot Size: 102 feet by 109 feet.  
(width) (depth)

Brief Description of Work to be Done:

Addition for room on rear of property  
To facilitate Handicap Access. Provide  
additional office space.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Jane Taylor  
(Name of Applicant - type or print)  
321 N Market St 27889  
(Mailing Address) (Washington, NC) (Zip Code)  
5-26-15  
(Date) (Daytime Phone Number)  
[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.



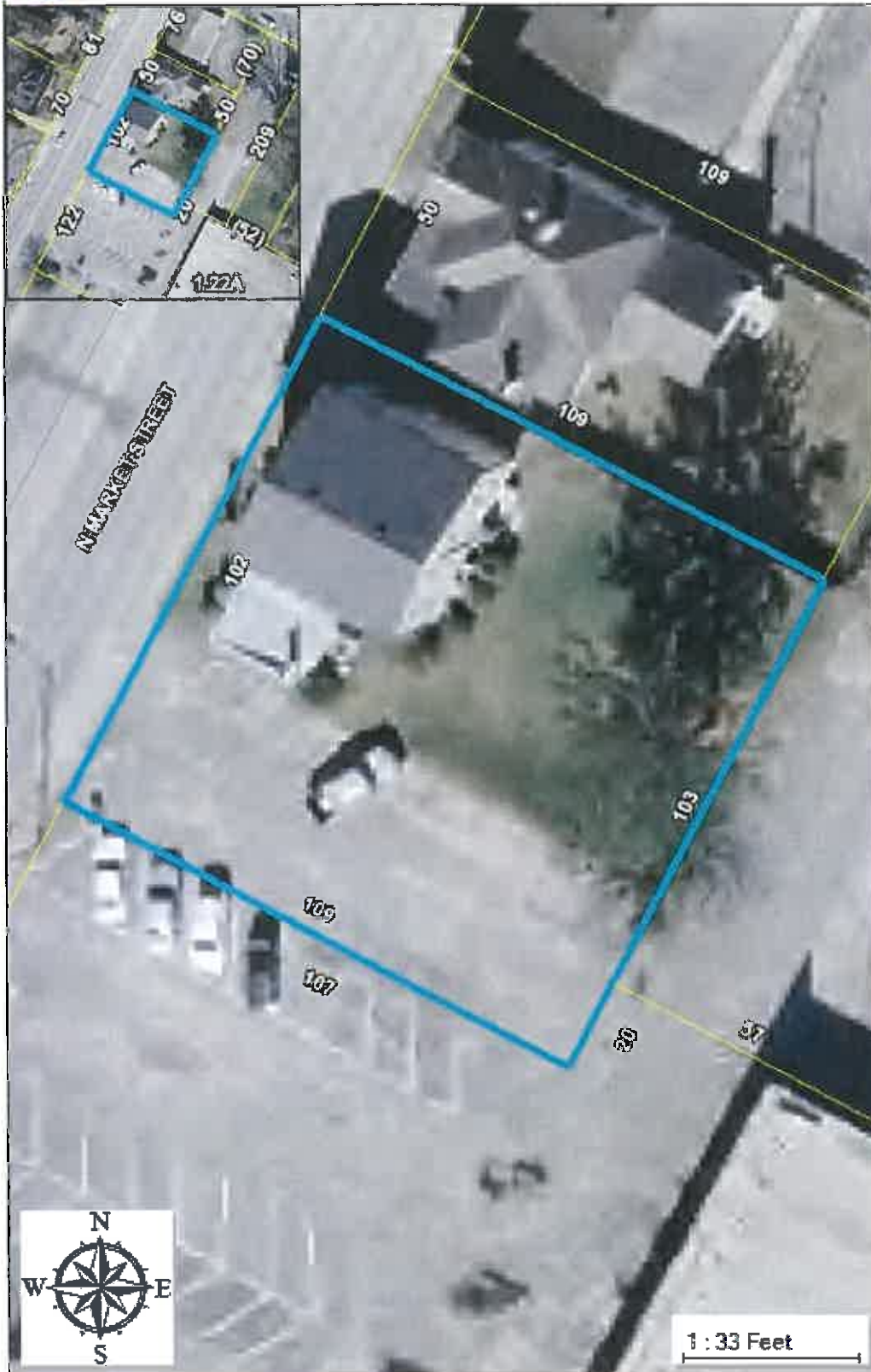
# Beaufort County Property Photos

**PIN: 01023019**

Photo: 01023019.jpg



Copyright 2015 by Mobile311, LLC



Parcels

Property Land Owners

Annotation

Interior Tract Lines

Centerlines

County Line

County Line (Solid)

State

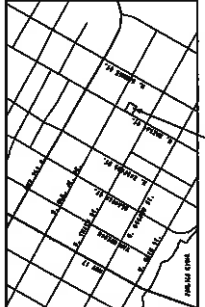
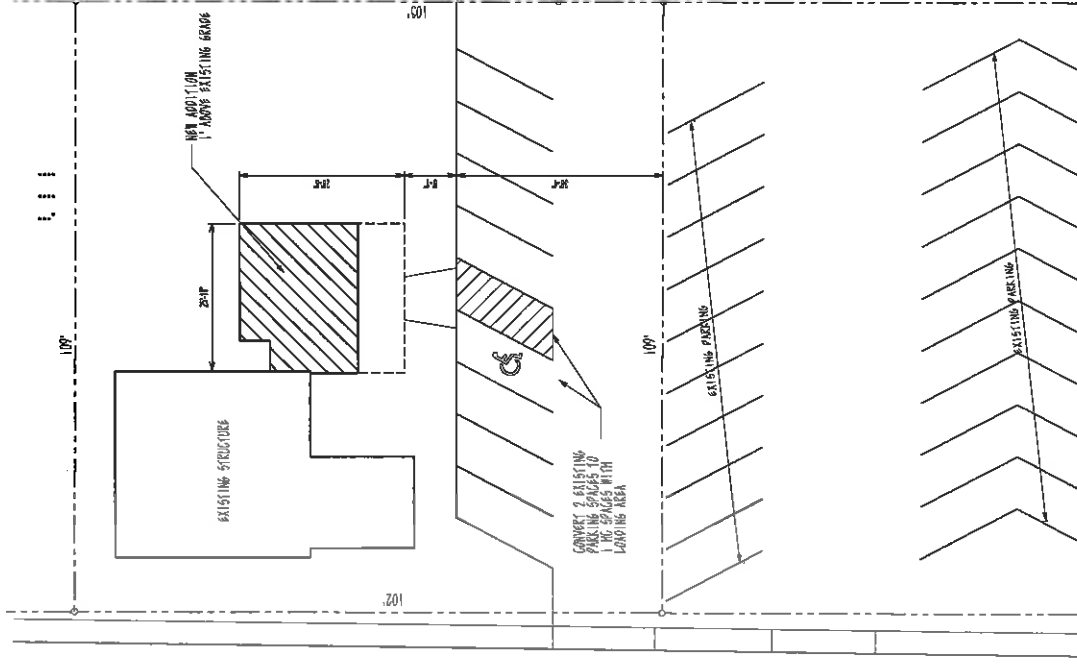
<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
7197	01023019	5675-98-1973
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5675-98-1973	BARBER RICHARD	TAYLOR JOSEPH E
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
321 N MARKET ST		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	321 N MARKET ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0	873778	567508
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
2	06/01/2005	1457/0595
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
66708	111140	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
177848	AC1	ZONE 1 AVERAGE COMMERCIAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		92
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
46000	B1H	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	1 LOT 321 NORTH MARKET STREET	56750885
<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>	<b><u>YR BUILT</u></b>
	P	1810
<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>	<b><u>NBR BATHS</u></b>
2596	0	1
<b><u>EFF YR</u></b>	<b><u>EXEMPT PROP</u></b>	<b><u>CENSUS BLOCK</u></b>
1970		
<b><u>FLOOD PLAIN</u></b>	<b><u>NBR STORIES</u></b>	<b><u>NBR HALF BATHS</u></b>
	3	1

Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data.

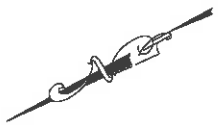




SOUTH ELEVATION



VICINITY MAP  
SCALE: 1" = 10'-0"



PLANS FOR:

**MORRIS AGENCY**  
"Exceeding our clients' expectations"  
Business Office Addition

[illegible][illegible]

## FINALS

## REVISIONS

DRAWN BY: PMSWOLP	PROJECT <b>15-04</b>	SHEET NO <b>2 OF 6</b>
CHECKED BY:		
DATE: 1/2/2015		
SHEET		

SCALE: 1" = 10'-0"



GENERAL NOTE: SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF APPLICABLE NATIONAL, STATE, AND LOCAL BUILDING CODES.

ALL APPLICABLE WORK SHALL BE INSPECTED AS PER LOCAL AND STATE LAWS.

CONTRACTORS SHALL COMPLY WITH ALL APPLICABLE "CRASH" REGULATIONS AND ORDINANCES.

SEE DRAWING FOR ADDITIONAL NOTES TO ITS CHAIRS BORTH FROM THE AREA WHEN THE FOOTING IS TO BE PLACED. ALL FOUNDATION WALLS AND FRESH AREAS TO BE OCCUPIED WITH CONCRETE, STIFFER, AND DEWATER. PROVIDE 30" MINIMUM AND PROTECT FROM WATER DAMAGE. PROVIDE 30" MINIMUM AND PROTECT FROM WATER DAMAGE. PROVIDE 30" MINIMUM AND PROTECT FROM WATER DAMAGE.

CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE "CRASH" REGULATIONS AND ORDINANCES.

[illegible][illegible]

CONCRETE SLABS SHALL BE MINIMUM 4" THICK, 3,000 PSI REINFORCED WITH #4'S @ 18" ON CENTER, AND 4" UNREINFORCED VAPOR BARRIER OVER COMPACTED FILL. PROVIDE 1/2" x 4" ASPHALT SATURATED FELT EXPANSION JOINT BETWEEN SLAB AND MASONRY JUNCTION. SOFTENK CONCRETE SHALL BE BROOM FINISHED WITH TOOLED EDGES.

**NOTES:**  
HARDWARE PLANNED (OR EQUAL) BIDDING AND TRIM MATERIALS TO BE INSTALLED  
ACCORDING TO MANUFACTURER'S SPECIFICATIONS. ALL SOFFITS SHALL BE FULLY  
VENTILATED. PORCH CEILING SHALL BE BEADED TYPE MATERIAL CONNECT TO  
SPOKEY CEILING FOR BIDDING, GABLE VENTS AND ACCESSORIES.

**ROOFING:** ROOFING RESISTANT, DIMENSIONAL, INTERLASS SHINGLES INSTALLED OVER 3/4" FIBER FELT, FASTENED WITH 1-1/4" GALVANIZED ROOFING NAILS. SHINGLES SHALL HAVE A MINIMUM 30-YEAR WARRANTY. PROVIDE ROOF VENTS, ALUMINUM FLASHING, AND ALUMINUM CRIP EDGE AS PER MANUFACTURER'S INSTRUCTIONS. SHINGLES TO BE USED: GAF CORONA, DUBLON — PERMANENT PROTECTION

UNITS CURRENTLY WORKING TO GET BOOKS.  
**INNOVATIONS:**  
 CLINIC TO SPECIALTY ENERGY EFFICIENT WINDOWS APPROVED FOR USE BY THE  
 WASHINGTON HISTORIC COMMISSION.

EXTERIOR DOORS:  
FLOOR DOOR SHALL BE INSULATED METAL S-PANEL WITH MATO-INO SOLIDITE, ALL  
ENTRY DOORS SHALL BE PRE HURCO.  
INSULATION:  
PROVIDE 6" THICK (8-12) BATES AT EXTERIOR WALLS. PROVIDE 4" THICK (8-11)

SYSTEM 1:  
SOUND PROOFING BATTIS WERE INSTALLED ON PLUMB, PROVIDED TO FIT AROUND OBSTRUCTIONS, DO NOT COMPRESS INSULATION. SEAL ALL PENETRATIONS IN EXTERIOR WALL/FLOOR SYSTEM WITH POLYURETHANE BASED CAULKING.

PROVIDE 1/2" ORYMALL ON ALL WALLS AND CEILINGS UNLESS OTHERWISE NOTED. ALL ORYMALL SHALL HAVE "BUSH" FINISH. PROVIDE 1/2" WATER/WEATHER RESISTANT ORYMALL IN RESTROOMS. PROVIDE WITH JOINT REINFORCING TAPE AND GALVANIZED METAL STRIPPER BEADS. STUCCO ORYMALL WITH 1-1/4" CORROSION RESISTANT ORYMALL BOLDS AT 6" O.C. AROUND PERIMETER AND 12" O.C.

INTERIOR DOORS:  
ALL INTERIOR DOORS SHALL BE SOLID HOOD "BOX PANO." PINE HUNG AND SHALL BE PAINTED UNLESS OTHERWISE NOTED. ACCESS DOORS SHALL BE 1" SOLID MDF WITH FLUSH MOUNTING. SQUARE CORNER BEADS AT 8" O.C.

GASOLINE PUMPING UNIT  
 HARDWARE  
 OWNER NO SPECIFY  
 INTERIOR TRAIL:

ALL INTERIOR TRIM SHALL BE FINISH JOINT SFS. BASE MOLDING SHALL BE 5" COLOR AND FINISH CASINGS SHALL BE 3-1/4". CROWN MOLDING SHALL BE 5" (OWNER SHALL VERIFY)

WALLS AND CEILING SHALL BE PAINTED LATE IN 3 COATS (1 PRIMER AND 2 FINISH). BATHROOM SHALL BE SEMI-GLOSS LATE WITH 3 COATS (1 PRIMER AND 2 FINISH). ALL INTERIOR TRIM AND DOORS SHALL BE ALKYLID OIL SEMI-GLOSS WITH 3 COATS (1 PRIMER AND 2 FINISH). ALL COLORS SHALL BE SELECTED BY THE OWNER.

**FLOORING:** CONVENTIONAL GRADE CARPET THROUGHOUT EXCEPT TILC IN BATHROOM. COLOR SHALL BE SELECTED BY THE OWNER. CERAMIC TILE SHALL BE CLAY FIRED QUARRY TILE STORED WITH LATEX BASED THIN SET MORTAR OVER 1/2" CEMENTITIOUS BACKER BOARD. GROUT SHALL BE LATEX PORTLAND CEMENT. PROMOTE 40 MIL PVC BARRIER SHALL BE USED UNDER METAL FLOOR JOISTS. JOISTS AND WALL TIE-INS SHALL

PROVIDE PART COVER WITH SILL FASTENING. SILLER PORTION OF NEW 4440 TILE COVERS SHALL MATCHED TILE TRIM AND ACCESSORIES. TILE SHALL BE SIZE, COLOR, TEXTURE, AND PATTERN SELECTED BY THE OWNER.

WATER DISTRIBUTION PIPING FROM CONNECTED TO MAIN STRUCTURE SHALL BE SCHEDULE 40 P.V.C. PROVIDE ISOLATION VALVE IN CRAWL SPACE AT MAIN RISER. RUNOUTS SHALL BE "AET" PIPING WITH COPPER TERMINATIONS. DRAIN, WASTE, AND VENT SYSTEM SHALL BE SCHEDULE 40 P.V.C. UNLESS OTHERWISE NOTED. CONNECT THROUGH CHIMNEYPACE OF MAIN STRUCTURE TO EXISTING DRAIN PION RISER ON NORTH SIDE OF MAIN STRUCTURE. PLUMBING PICTURE COLOR STYLE AND

WATERMANS SHALL BE SELECTED BY THE OWNER. PROVIDE 80-GALLON ENERGY EFFICIENT ELECTRIC WATER HEATER WITH HEAT TRAPS ON HOT AND COLD WATER PIPING LOCATED UNDER MAIN STRUCTURE. ALL VENTS TO BE ON BACKSIDE OF ROOF.

RETURN DUCT MANS SHALL BE GALVANIZED STEEL EXTERNALLY APPLICATED WITH 2" THICK FIBERGLASS. RAINOUTS SHALL BE 6" INSULATED FLEXIBLE DUCT WITH THICK FIBERGLASS.

**ELECTRICAL:**  
NEW 100A SURNAME TO BE FED FROM EXISTING MAIN ELECTRICAL SERVICE AND TELEPHONE SERVICE SHALL BE TAPPED OFF MAIN SERVICE. SUB PANEL SHALL HAVE COPPER BUS AND GROUNDING BARS. ALL WIRING SHALL BE COPPER.

ELECTRICAL OUTLETS AND SWITCHES SHALL BE COLOR AND STYLE AS SELECTED BY THE OWNER. PROVIDE GROUND FAULT INTERRUPTER CIRCUITS AS INDICATED ON PLANS. SMOKE DETECTORS SHALL BE A/C/CE TYPE WITH DUAL MONITORING CHAMBERS, PROVIDE LIGHT FIXTURES, SMOKE DETECTORS, AS PER PLAN, COLOR AND STYLE SELECTED BY THE OWNER.

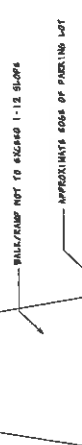
---

[illegible]

WINDSPEED	5128	TYPE	WIND	NOTES
①	3.0-4.0	EXTRACTION METHOD: 2000	1	UNCALIBRATED TEMPERATURE MEASUREMENT
②	3.0-4.0	INTERFEROMETER: 2000	2	TEMPERATURE

WINDON SCHEMATIC				
WINDSPEED	5128	TYPE	WIND	NOTES
①	3.0-4.0	EXTRACTION METHOD: 2000	1	UNCALIBRATED TEMPERATURE MEASUREMENT
②	3.0-4.0	INTERFEROMETER: 2000	2	TEMPERATURE



FOUNDATION PLAN  
SCALE: 1/4" = 1'-0"

**ADJOINING PROPERTY OWNINGS – 321 NORTH MARKET STREET**

FIRST SOUTH BANK  
PO BOX 2047  
WASHINGTON NC 27889

RHPE RENTALS LLC  
320 N MARKET STREET  
WASHINGTON NC 27889

WALKER LYNCH  
BRAGAW & CO.  
230 WEST MAIN STREET  
WASHINGTON, NC 27889

HARDISON DONALD MCKENNY  
702 NORTH POPLAR ST  
ABERDEEN NC 28315

ARNOLD JOSEPH D  
2125 HWY 17 N  
WASHINGTON NC 27889

BEDARD ROY R  
326 NORTH MARKET STREET  
WASHINGTON NC 27889

METROPOLITAN HOUSING &  
CDC CORP.  
102 W MARTIN LUTHER KING JR DR  
WASHINGTON NC 27889



## WASHINGTON HISTORIC PRESERVATION COMMISSION

May 26, 2015

Subject: Certificate of Appropriateness – 321 North Market Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Joe Taylor representing Morris Insurance Agency your property is located within 100 feet of the above subject property. A request has been made by Mr. Taylor for a Certificate of Appropriateness to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, June 2, 2015

Place: City Hall - Municipal Building, 102 East Second Street.  
Enter from the Market Street side of the building and go to the second floor.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*John Rodman*

John Rodman  
Planning and Development

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 321 North Market Street – Construction of an addition

A request has been made by Mr. Joe Taylor representing Morris Insurance Agency for a Certificate of Appropriateness to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure. Please review the Design Guidelines, specifically Chapter 5.0 New Construction Section 5.3 Additions.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Joe Taylor representing Morris Insurance Agency to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.3 Additions.

***or***

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Joe Taylor representing Morris Insurance Agency to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.3 Additions. I further move that the Historic Preservation Commission place the following conditions on the approval:

***or***

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Joe Taylor representing Morris Insurance Agency to construct a 25' x 28' addition at the rear of the building located at 321 North Market Street. The addition will provide for handicap accessibility. The design and the materials would match the existing structure. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.3 Additions.

# Major Works

Sarah Heekin

144 East Main Street

Add Fence

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please Use Black Ink

Street Address of Property: 144 East Main Street

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Sarah L. Heekin

Lot Size: 51 feet by 146 feet. .17 acres  
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

Add a four foot high aluminum ornamental fence to enclose the rear yard.

See attached.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Sarah Heekin  
(Name of Applicant - type or print)

206 E. Mulberry Street Goldsboro, NC 27530  
(Mailing Address) (Zip Code)

5/22/15 919-735-252  
(Date) (Daytime Phone Number)

Sarah L. Heekin  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.)

\_\_\_\_\_  
(Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**



**PROJECT CATEGORIES** (check all that apply):

**This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.**

- ☐ Exterior Alteration
- ☒ Addition
- ☒ New Construction
- ☐ Demolition

**SUPPORTING INFORMATION:**

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- ☒ **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- ☒ **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☒ **Description of Materials** (provide samples if appropriate).
- ☒ **Photographs** of existing conditions.
- ☒ **Drawings** showing proposed work. Include one set of full size drawings when available.

☐ **Plan** drawings.

☐ **Elevation** drawings showing the new façade(s).

☒ **Dimensions** shown on drawings.

☐ **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- ☐ **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- ☒ **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

**(Office Use Only)**

Section (page)	Topic	Brief Description of Work
Chapter 4.0	Streetscape and Site Design	Add new fence
Section 4.6	Fences & Walls	

# Beaufort County Property Photos

**PIN: 01030198**

Photo: 01030198.jpg



Copyright 2015 by Mobile311, LLC

**Parcels****Property Land Owners****Annotation****Interior Tract Lines****Centerlines****County Line****County Line (Solid)****State**

<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
6839	01030198	5675-87-9810
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5675-87-9810	HEEKIN SARAH LLEWELLYN	
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
144 EAST MAIN STREET		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	144 E MAIN ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0	920970	567508
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
2	11/21/2014	1859/0202
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
44676	165652	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
210328	B1HR	B1 HISTORICAL RESIDENTIAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		434
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
217000	B1H	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	1 LOT 144 EAST MAIN STREET	567508225
<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>	<b><u>YR BUILT</u></b>
	P	1918
<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>	<b><u>NBR BATHS</u></b>
3977	3	2
<b><u>EFF YR</u></b>	<b><u>EXEMPT PROP</u></b>	<b><u>CENSUS BLOCK</u></b>
1975		
<b><u>FLOOD PLAIN</u></b>	<b><u>NBR STORIES</u></b>	<b><u>NBR HALF BATHS</u></b>
	3	0

Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data.





# Proposal

## Seegars Fence Company of Greenville

PO BOX 6043 Greenville NC 27835  
PHONE : (252) 757-1265 FAX:(252) 757-3395

Bld # GVL 19249

Proposal Submitted To: <b>Andrea Heekin</b>	Phone <b>252-943-1010</b>	Date <b>3/2/2015</b>
Attention: <b>Andrea Heekin</b>	Job Name <b>Ornamental Fence</b>	
Street: <b>144 East Main Street</b>	Job Location	
City, State, and Zip Code <b>Washington NC 27889</b>	Fax Number	Job Phone

We hereby submit specifications and estimates for:

### 4' High Aluminum Ornamental Fence:

To furnish and install approximately 57' of 4' high white aluminum ornamental fence as per these specifications:

- (11) 4' high Old Raleigh panels
- (8) 2" x 2" line post
- (4) 2" x 2" end post
- (4) 2 1/2" x 2 1/2" end gate post
- (2) 4' single gate w/standard hardware

**Total installed: \$1,967.00**

### Note:

1. See attached layout drawing
2. One end post to be mounted to existing wood rail post and (2) gate post to be core drilled

Price includes NC. Sales Tax. In submitting this proposal, it is assumed that there is no underlying ROCK or concrete on the property which will necessitate drilling or blasting, or any other unusual conditions involving extra labor in the erection of this fence and that the fence right of way will be marked by the owner or general contractor and will be clear, graded, and ready to receive the fence. If any of the above conditions are encountered, or any additions or changes are made by the customer, additional charges will be made at current market prices. It shall be the responsibility of the owner to advise workers of the location of any underground cables, lines, etc. If such are not marked properly, the owner assumes responsibility for them. Any past due balance is subject to a 1 1/2% interest charge per month. Should an account not be paid as agreed, any cost of collection including interest and attorney's fees, etc. shall be paid by the customer.

as stated above

Payment to be made as follows:

**50% deposit; balance due within 10 days of completion**

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation.

**Acceptance of Proposal-** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance:

3-17-15

Authorized  
Signature




Printed Name

Mike Smith

Note: This proposal may be withdrawn if not accepted

10 days.

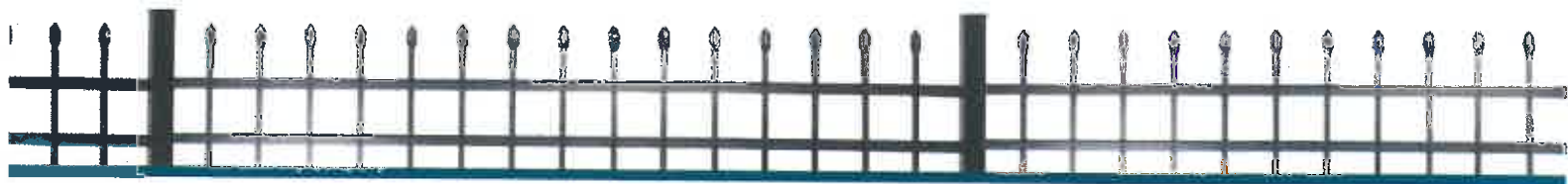
Signature



Signature

\_\_\_\_\_





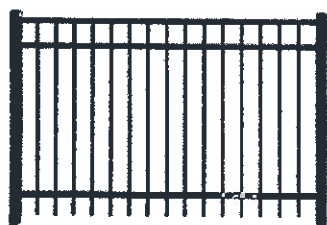
## Ornamental Fencing Options

The word "ornamental" suggests attractiveness and elegance. At Seegars®, we recognize that many customers choose aluminum ornamental fencing because of its ability to enhance a property's appearance while providing a distinguished sense of security. Whether you wish to add a striking enclosure around your estate, a cordoned area for decorative landscape or an eye-catching barrier for a pool, an aluminum ornamental fence is the perfect alternative. The *Seegars Private Label Collection* of ornamental aluminum fences pays homage to the time-honored beauty of metal work without the expense or maintenance required of other traditional containment systems. A wide range of Seegars Private Label ornamental aluminum fence styles and colors are available to suit your individual needs. What's more, additional customization is accomplished by adding rails, rings, scrolls and finials. Best of all, Seegars Private Label ornamental aluminum fences are maintenance-free and carry a limited lifetime warranty.

Through our partnership with Ultra Aluminum Manufacturing, we present to you the *Seegars Private Label Collection*. This is the finest ornamental aluminum fence system available. Combining over 75 years of experience in the fence manufacturing and installation business we are able to provide our customers with a buying experience that will be unmatched in quality and service. Our staff of expert professionals can help you find the right style of Seegars Private Label ornamental aluminum fence while keeping your discriminating tastes and budget in mind. Contact one of our company's professionals to request a free quote on having an ornamental aluminum fence installed on your property today!

Since 1949  
**SEEGARS**  
FENCE COMPANY

**Demand the Best**



Old Raleigh



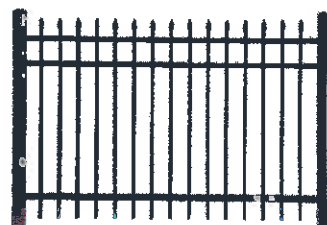
Chesapeake



Blue Ridge



Low Country



Biltmore



Hatteras



Embassy

## Post Cap Options

Ball Post Cap



Standard Post Cap



Lockable Latch



Magnetic Pool Latch



[www.SeegarsFence.com](http://www.SeegarsFence.com) • 1-888-SEEGARS (1-888-733-4277)

**Demand the Best**

# *Seegars Fence Company Ornamental Fence Warranty*

Seegars Fence Company guarantees its workmanship 100%. We install all fences to local industry standards. See below for the specific product warranty offered by the manufacturer.

## **Ultra Aluminum Product Limited Lifetime Warranty**

---

Ultra Aluminum fence products are guaranteed for life against any defects in workmanship and/or materials.

The powder coat finish on all fencing by Ultra Aluminum is unconditionally guaranteed for life against cracking, peeling or chipping.

If the product should fail in accordance with any of the above conditions the manufacturer, Ultra Aluminum, guarantees replacement or renewal of the defective parts, providing the purchaser has registered the purchase within thirty (30) days of receipt of material. Notice of such failure will be sent to the manufacturer in writing, together with proof of purchase and will specify the nature of the defect and when it was first observed.

Should the fences be improperly installed, Ultra will not be responsible for guaranteed performance or appearance of the material. Neither does this guarantee apply where failure or damage is due to improper use or application, abuse or misuses, extreme environmental conditions or acts of God.

Ultra reserves the right to request the return of the fence, transportation charges prepaid, for the purpose of inspecting the material to determine the validity of the claim.

Upon validation of a claim by Ultra, replacement will be made from the factory only for material which will be returned to the factory in Howell, MI, transportation prepaid. Material must not be returned to the factory without prior authorization from Ultra.

Manufacturer's liability is discharged upon delivery of material to the site. Manufacturer will not be responsible for reinstallation. Manufacturer is not responsible for accidental or consequential damages.

The above constitutes the complete warranty by the manufacturer and no other agreement, written or implied, is valid. This guarantee is not transferable.









**Adjacent Property Owners - 144 East Main Street**

Benjamin Clark  
116 N. Bonner Street  
Washington, NC 27889

Richard Gertz III  
164 East Main Street  
Washington, NC 27889

Elmo T. Carawan  
114 North Bonner Street  
Washington, NC 27889

Dr. Richard Young  
142 East Main Street  
Washington, NC 27889

Martha Matthews  
140 East Main Street  
Washington, NC 27889

Vickie Dotson  
620 Duck Creek Road  
Washington, NC 27889

Robin B. Turner  
145 East Main Street  
Washington, NC 27889

City of Washington  
PO Box 1988  
Washington, NC 27889



## WASHINGTON HISTORIC PRESERVATION COMMISSION

May 26, 2015

Subject: Certificate of Appropriateness – 144 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Ms. Sarah Heekin your property is located within 100 feet of the above subject property. A request has been made by Ms. Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, June 2, 2015

Place: City Hall - Municipal Building, 102 East Second Street.  
Enter from the Market Street side of the building and go to the second floor.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Mr. John Rodman, Planning and Development by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*John Rodman*

John Rodman  
Planning and Development



## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: John Rodman, Planning and Development

Re: 144 East Main Street – Construction of a fence

A request has been made by Ms. Sarah Heekin for a Certificate of Appropriateness to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.

***or***

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences & Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

***or***

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Ms. Sarah Heekin to add a four foot high aluminum ornamental fence to enclose the rear property yard located at 144 East Main Street. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically 4.0 Streetscape and Site Design Section 4.6 Fences & Walls.



# Minor Works

June 2, 2015

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 413 East Main St.

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Chuck Davis

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:  
Change out ~~existing~~ heat pump hvac

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Advanced Air Solutions Systems Inc.  
(Name of Applicant - type or print)  
1809 Corsica Road  
(Mailing Address) (Zip Code)  
4/29 252-946-6474  
(Date) (Daytime Phone Number)  
[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

## APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 115 North Respass St

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Alton Inealls

Lot Size: 69.1' feet by 76.7 feet.  
(width) (depth)

## Brief Description of Work to be Done:

Wood work on windows are rotted - Need Replacing  
Existing Awnings over Doors Need Canvas Replaced  
"Entry" Door Needs work + Door Frame.  
Some Wood on Facade Need Replacing @ Top-over windows  
Logo Sillage on Window

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Alton Inealls  
(Name of Applicant - type or print)  
115 N. Respass St. 27889  
(Mailing Address) (Zip Code)  
5/2/15 975-2056  
(Date) (Daytime Phone Number)  
Alton Inealls  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.)

(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 523 E Main St

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Samuel Lee Ann Lee

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Removal of Columns on front porch and  
replacement with new ones. Current columns are  
wooden. Replacement columns are wooden also. &  
Reconstruction of railings between the columns with  
matching product.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Samuel Bryan Lee  
(Name of Applicant - type or print)

523 E Main St 27889  
(Mailing Address) (Zip Code)

5-12-15 252-325-0383  
(Date) (Daytime Phone Number)

[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.)

\_\_\_\_\_  
(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 130 ~~2ND~~ EAST 2ND ST

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: STC PROPERTIES

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

REPLACE LANDSCAPING, REPLACE EXISTING TEXTURED  
FIBER CEMENT ~~WALL~~ WALL PANELS w/ NEW  
WOOD GRAINED FIBER CEMENT PANELS + TRIM,  
PAINT ENTIRE BUILDING EXTERIOR OF BUILDING

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

SELDON TAYLOR  
(Name of Applicant - type or print)

PO Box 2147  
(Mailing Address)

27889  
(Zip Code)

5/14/15  
(Date)

752-975-5855  
(Daytime Phone Number)

[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.)

\_\_\_\_\_  
(Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 744 West 2nd St.

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Tom Dear

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Change out unit to gas pack

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Adaptive Air Solutions Systems, Inc  
(Name of Applicant - type or print)

1809 Corsica Rd. 27889  
(Mailing Address) (Zip Code)

5/20/15 252-946-6474  
(Date) (Daytime Phone Number)

[Signature]  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

# Minutes

June 2, 2015

**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
**Regular Scheduled Meeting – Minutes**  
**Tuesday, May 5, 2015**  
**7:00 PM**

**Members Present**

Mary Pat Musselman Ed Hodges  
Seth Shoneman Judi Hickson  
Geraldine McKinley

**Members Absent**

Stacey Thalmann

**Others Present**

John Rodman, Director  
Jessica Green, Administrative Support

---

**I. Opening of the meeting**

The Chairman called the meeting to order.

**II. Invocation**

A moment of silence was taken.

**III. Roll Call**

A silent roll call was taken by staff.

Geraldine McKinley made a motion to accept the agenda. Mary Pat Musselman seconded the motion and all voted in favor.

**IV. Old Business**

1. None

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. Hunter Nichols for a Certificate of Appropriateness to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. Beaufort County is in support of this project.



Mr. Hunter Nichols came forward and was sworn in. He presented his project/plan for the lot adjacent to the BHM Library. He stated that he would be replacing all of the old bushes with new ones, adding an arbor and a bench, and adding pavers. Ms. Judi Hickson stated that she applauded Mr. Nichols for the project, but she is concerned about him removing perfectly healthy shrubs because they have been there and add shape to the lot. She suggested that he work with the healthy shrubs already on the lot. Ms. Hickson then asked about some of the specific plants that Mr. Nichols plans to use and the location relative to the sun. Ms. Mary Pat Musselman also stated that she has a problem with Mr. Nichols taking out the established vegetation on the lot. She also suggested that he work with them and plant additional shrubs that enhance their beauty. Ms. Musselman then asked who would be tending to the new shrubs once they are planted. Mr. Nichols stated that his Boy Scout group would take care of the area. Mr. Rodman stated that he had spoken to the County Public Works Director and they endorse the project. He explained that the lot is their property and they maintain the lot. Ms. Hickson stated that if there are existing bushes that are in bad shape she would suggest that they would be replaced, but if the bushes are healthy she suggested that Mr. Nichols work with them and not remove them. She stated that some of his plans will be a lovely addition but perhaps reconsider removing the healthy shrubs. Mr. Nichols stated that he wanted to remove the shrubs so that people could see more of the downtown from the bench and arbor that he plans to add. Ms. Hickson stated that she was talking about the well-established shrubs in the back behind the tree. Mr. Rodman suggested that Mr. Nichols meet with Dee Congleton with the Garden Club at the lot and discuss his plan/layout.

The Chairman opened the floor.

Dee Congleton came forward and was sworn in. Ms. Congleton commended Mr. Nichols' efforts. She suggested that he keep the large bushes and relocate the gardenias or use something like knockout roses that can survive full sun. She also suggested lantana or something that blooms all summer. She also stated that she would like for the old water foundation to remain on the lot. Ms. Congleton stated that he also needed to thinking about maintaining the lot and how much work that entails.

Jerry Creech came forward and was sworn in. He stated that the existing bushes are boxwoods that are years and years old. Mr. Creech stated that he felt whatever was put on this lot should coordinate with the other areas/gardens in the historic district. He stated that there is a lot of history on this lot. He applauded Mr. Nichols for the plan and thanked Ms. Congleton for her willingness to assist.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Hunter Nichols to complete an Eagle Scout Project by replacing the plants and mulch and adding a bench, stepping stones and an arbor to the vacant lot adjacent to BHM Library. This motion is based on

the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval: Mr. Nichols is to work with Dee Congleton and try to preserve any of the existing healthy large bushes. Her motion was seconded by Mary Pat Musselman. All voted in favor and the motion carried.

2. A request has been made by Nancy and Jerry Bienes for a Certificate of Appropriateness to locate a 10' x 12' permanent salt treated wood storage building at the back of the property to store lawn and garden materials located at 322 Water Street.

Ms. Nancy Bienes came forward and was sworn in. Ms. Bienes stated that they would actually like to construct a 12'x12' storage building on the lot. She then showed where the building would be located on the lot. She stated that it would be behind the house once the house is built on the lot. Mr. Rodman explained that the City does not allow an accessory building on a vacant lot unless there are plans to build a house on the lot.

The Chairman opened the floor. No one came forward.

Mary Pat Musselman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Nancy & Jerry Bienes to construct a 12x12 storage building at the rear of the structure located at 322 Water Street. Shed will store lawn and garden supplies. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.12 Outbuildings. Her motion was seconded by Geraldine McKinley. All voted in favor and the motion carried.

3. A request has been made by Ms. Betty Bonner Bradshaw for a Certificate of Appropriateness to construct a wooden post and rope fence to separate properties located at 315 West Main Street.

Ms. Bradshaw, representing Haven Mills Properties LLC, came forward and was sworn in. She explained that they wanted to put up the post and rope to delineate the property that adjoins. She stated that they wanted to put up the temporary fence for liability reasons also. Ms. Bradshaw stated that the fence would not be permanent. Ms. Bradshaw explained the location of the fence on the lot in more detail. Ms. Hickson asked if Ms. Bradshaw would consider using chain instead of rope. Ms. Bradshaw stated that they thought about using chain but due the expense and the fact that they felt the rope would be in keeping with the surrounding area they decided not to go with the chain. Ms. Bradshaw stated that the wooden post would be about 4ft high. The Commission discussed the usage of rope. Mr. Ed Hodges stated that since the fence is temporary he didn't have an issue with the rope.

The Chairman opened the floor.

Pat Griffin came forward and was sworn in. Mr. Griffin stated that he thought the fence at the Civic Center was wood and rope. The Commission informed him that that fence is actually wood and chain.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Betty Bonner Bradshaw to add a wooden and rope fence to the west side of the property located at 315 West Main Street in order to separate the adjacent property. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls; with the understanding that the fence will be temporary in nature. Her motion was seconded by Seth Shoneman. All voted in favor and the motion carried.

4. A request has been made by Rivers and Associates, acting as agents for the City of Washington, for a Certificate of Appropriateness to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street.

Mr. Rodman went through the plans for the lift station and pointed out some technical components that he felt were important. He explained that the task of the Commission is not to decide if the station can be built, but to make sure the materials and the plan are appropriate for the district.

Blane Humphreys from Rivers & Associates came forward and was sworn in. He answered questions from the Commission and explained the materials that they plan to use in the construction of the station. He also explained the plan for the demolition of the existing station. Mr. Humphreys then explained the temporary security fence that they plan on using during construction.

The Chairman opened the floor. No one came forward.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to the City of Washington Public Works Department to construct a new sewer lift station upgrade located in the parking lot off Water Street and South Bonner Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction and Section 3.14 Mechanical Systems. The motion was seconded by Geraldine McKinley. All voted in favor and the motion carried.

5. A request has been made by Mr. A.L. Crisp for a Certificate of Appropriateness to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure.

Mr. Rodman explained that Mr. Crisp was unable to attend the meeting. He stated that Mr. Crisp does understand that the Commission has the power to delay demolition for 365 days, but Mr. Crisp asked that the Commission does not delay it for more than 6 months. Ed Hodges asked about the date of the house and it was determined that it was built sometime in the 50s.

The Chairman opened the floor. No one came forward.

Ed Hodges asked about Mr. Crisp's intention for the property. Mr. Rodman stated Mr. Crisp indicated to him that he would like to sell his current home on Academy Street and build a smaller home on this lot for him and his wife.

Mary Pat Musselman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. A. L. Crisp to demolish the structure located at 416 Water Street. The house is listed as a non-contributing structure. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 6.0 Demolition and Relocation. Ms. Hickson asked if the Commission should put a delay on the demolition. Mr. Rodman explained that the Commission cannot deny demolition but they can delay it for up to 365 days. Being that the house is a non-contributing structure, Ms. Hickson stated that a delay was not needed and she seconded the motion. All voted in favor and the motion carried.

6. A request has been made by Mr. Pat Griffin for a Certificate of Appropriateness to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2<sup>nd</sup> Street.

Mr. Griffin came forward and presented his request and answered questions from the Commission. Mr. Griffin stated that the roof has already been approved for shingles.

The Chairman opened the floor. No one came forward.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Pat Griffin to: (1) add a slight pitch to the front porch roof to help prevent leaks and (2) remove 3 chimneys from the rear of the structure located at 319 West 2<sup>nd</sup> Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Section 3.5 Roofs. Her motion was seconded by Seth Shoneman. All voted in favor and the motion carried.

## **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Steve Horne to change out the HVAC unit on the side of the building located at 225 North Respass Street.
2. A request has been made and approved by staff for a Certificate of Appropriateness for Mr. Doug Bidle to change out the 3 ton heat at the same location in the rear yard located at 225 East Main Street

Judi Hickson made a motion to approve the minor works. Mary Pat Musselman seconded the motion. All voted in favor and the motion carried.

## **VI. Other Business**

1. Fence Sub-committee – moratorium

Dee Congleton made a presentation about the progress of the fence committee and asked for a moratorium on all fence until June.

Judi Hickson made a motion to delay all fence requests for up to 90 days. Mary Pat Musselman seconded the motion.

## **VII. Approval of Minutes – April 7, 2015**

Geraldine McKinley made a motion to approve the minutes. Her motion was seconded by Seth Shoneman. All voted in favor.

## **VIII. Adjourn**

There being no other business Seth Shoneman motioned to adjourn, Judi Hickson seconded, and all voted in favor.